

# **Margithaus Caretaker Job Description**

Revised December 2025

## **I. Responsibilities as Celo Friends Meeting's Contact Person**

- A. Collect Mail for the clerk
- B. Phone: Receive and distribute messages for the Meeting, relay information about meetings.
- C. Visitors: Refer visitors to the Ministry and Care Committee or a Co-Clerk.
- D. Workdays: Help the clerk of the Buildings and Grounds Committee by keeping a list of jobs for workdays.
- E. Meeting for Business: Attend Meeting for Business as able.
- F. Calendar: Maintain a digital and hard copy of scheduled meetings and other uses of the Meetinghouse, Margithaus, First Day School, the playground and all other areas of the CFM holding.
- G. Margithaus Committee: Attend Margithaus committee meetings providing support and concerns, as needed. Collaborate with the Margithaus Committee to review and revise the caretaker job description when appropriate.

## **II. Responsibilities/Tasks**

- A. Fires/Heat: As weather requires turn on heat in the Meetinghouse, Margithaus and First Day School on First Day and as needed on other occasions. Build a fire in the Meetinghouse on First Day and as necessary. If away, the caretaker should arrange for a substitute.
- B. Cleaning: Once a week sweep, clean and straighten up the Meetinghouse, First Day School and Margithaus. Wet mop floors when necessary. Those who use the buildings should clean up after their activities. Let the Margithaus Committee know if there is a problem.
- C. Mildew Control: Wash the benches to control mildew as necessary. Run the dehumidifier when needed.
- D. Yard Work: Clean out the wooden drains in the road and CFM driveway. Pick up trash, limbs and cungs as needed. Mow the grass around Margithaus, First Day School, and the Meetinghouse. Motorized yard work shall not be done on Sunday.
- E. Purchase hot sauce, sugar, coffee and tea for potlucks and other supplies as needed. The treasurer/bookkeeper will reimburse this expense from OperaEng funds.
- F. Sunday Potluck -The caretaker is not responsible for cleaning up after potlucks.

## **III. Margithaus Policies**

- A. Smoking: No smoking or vaping is allowed in CFM buildings.
- B. No firearms on the property.

